



Health Information System(s) Requirements

Minutes from Status Meeting
10/20/2003

Attendees:

State	PCG
Karen Lumsden	Garland Kemper
Ron McAllister	Rick Purcell
Mike Schwartz	Lois Morton
Anne Nance	Apefa Ashiagbor
Rebecca Carina	
Joe Owens	
Joy Reed	
Jeff Harris	

Meeting Facilitator: Garland Kemper

Meeting Purpose/Objectives: To review current project status, upcoming schedule, and to develop agenda for Oversight Committee meeting of October 22.

Discussion Topics

Project Status

Garland Kemper

1. Lois Morton has been focusing on DPH requirements. Has held meetings with Joy Reed and will be holding another meeting with Joy Reed and Anne Nance after this meeting. Meetings have been scheduled for this week and next.
2. Rick Purcell has been focusing on interface and general system requirements. Covered DPH interfaces last week. Rick has scheduled meetings with Gary Imes (DMH) and Jeff Harris (ORDRHD). Will coordinate additional meetings as necessary.
3. Apefa Ashiagbor has been focusing on ACCESS II-III requirements. Phone meeting with Jeff Harris this morning, follow up meetings in Raleigh scheduled for this week. Will set up time with Carol Collins from ACCESS Network and Farooq Agha, Care Manager System Architect
4. Garland Kemper has been focusing on DMH/DD/SAS requirements. Meetings scheduled for 10/21/03 and 10/22/03. Will schedule additional meetings for next week as necessary.
5. Hard copy of Project Document Templates have been delivered to Ron McAllister for approval signatures



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Schedule for Week of 10/20/03

Garland Kemper

PCG has scheduled meetings to review requirements this week and will schedule additional meetings for next week as necessary. PCG staff will distribute meeting minutes after each meeting

1. CDSA Meeting on Tuesday 10/21/03
2. DMH Meetings on 10/21/03 and 10/22/03
3. Rural Health Meeting on 10/22/03 and 10/23/03
4. Final Workplan is to be delivered to the State on 10/22/03
5. Franklin County Health Dept on Thursday 10/23/03
6. Johnson County Health Dept on Tuesday 10/28/03.

Oversight Committee Meeting

Garland Kemper

1. Garland asked who would be at the Oversight Committee Meeting. Ron stated that the members identified in the communications plan would attend. Rebecca Carina noted that Rich Visingardi would be unable to attend, and that Philip Hoffman would attend.
2. Joy Reed noted that Dr. Devlin would be unable to attend, but Dennis Harrington would
3. Rebecca Carina noted that Area Program Staff had expressed an interest in attending, and asked whether this was okay. Garland Kemper said the attendance of Director level Area Program staff was okay. Ron McAllister agreed.
4. Garland Kemper asked for suggestions of agenda items for the Oversight Committee Meeting. Ron McAllister recommended PCG provide a high level overview of the project and project plan and issues.
5. Garland Kemper will e-mail a draft of the presentation to Project Directors by close of business Oct 21st for review and comments. Joy Reed will be out of the office, so presentation should be sent to Anne Nance for DPH input.

Other

Lois Morton suggested that PCG distribute documents developed for the initial Requirements Confirmation Sessions scheduled for 11/3/03 – 11/06/03 in advance of those meetings. The group agreed that this was good practice, but acknowledged that it was unlikely that these drafts would be distributed far in advance of the confirmation meetings due to tight time frames. Rebecca Carina noted that the LMEs were prepared for short turnaround on these reviews.



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Action Items

- PCG will e-mail draft Oversight Committee presentation to directors and Ann Nance for review by close of business tomorrow Due **Date: 10/21/03**
- Final Workplan is due to State by 10/22/03. **Due Date: 10/22/03**